

Chief, Management Staff

29 August 1957

Chief, Records Management Staff

Weekly Report - Week Ending 26 August 1957

1. Contributions

a. Tangible

- (1) The Records Center received 100 feet of records and eliminated 12 cubic feet.
- (2) Six new and revised forms were approved.
- (3) Eleven 4 drawer safe cabinets were replaced by 10 five-drawer cabinets in ONE. This represents a replacement savings of \$3,316.
- (4) Shelf filing installation completed in BR/OCR.
- (5) Completed installation of Subject-Numeric Filing System in Office of the Chief, Benefits and Casualty Division, OP.
- (6) Completed revision of records control schedule for ONE.

b. Intangible

None

2. Assignments - Active

- a. Installation of Subject-Numeric Filing System, Office of Personnel, Plans and Development Staff.
- b. Review of Records Control Schedule, Office of Scientific Intelligence.
- c. Review of Records Control Schedule, Office of General Counsel ✓
- d. Review of Records Control Schedule, DD/P Area ✓
- e. Review of Records Control Schedule, Office of Personnel ✓
- f. Review of Vital Personnel records.
- g. Shelf File Installation, Industrial Register
- h. Development of floor plan for CI/OA operational branches, shelf filing equipment and mechanized equipment for index cards.

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1. Installation of Subject-Numeric Filing System in OSI.
2. Form Management survey in Printing Services Division, OL ✓
3. Twenty-three new and revised forms in process.
3. Assignments - Inactive
 - a. Preparation of Regulation and Handbook, Reports Management.
 - b. Records Control Schedule, Commercial Staff.



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